



# SURPLUS TAG

See this website  
for more information:  
[www.mnsu.edu/facilities/deliveries/](http://www.mnsu.edu/facilities/deliveries/)

**Do not leave surplus items in hallways or put them in dumpsters.  
Secure all items until either IT Services or Delivery Services can pick them up.**

Affix this surplus tag form to the item to be picked up. Contact either IT Services Help Desk (389-6654) for computer and related storage device; or Delivery Services ([www.mnsu.edu/facilities/deliveries/](http://www.mnsu.edu/facilities/deliveries/)) for used equipment and furniture. **Items will not be moved unless this surplus tag is attached.**

Short description of item to be surplusd: \_\_\_\_\_

\_\_\_\_\_

Serial # \_\_\_\_\_ State Asset # (if available) \_\_\_\_\_

Manufacture's model # or ID description: \_\_\_\_\_

General condition \_\_\_\_\_ Poor \_\_\_\_\_ Fair \_\_\_\_\_ Good

What has this been used for in the past? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Department Representative (Contact) Date

This document is available in alternative format to individuals with disabilities by calling the Department of University Stores at 507-389-1478 (V), 800-627-3529 or 711 (MRS/TTY).  
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**Keep a copy for your records.**